

# Transfer to Secondary School

Information  
about schools

Allocation of places

Admission policies

How to apply

Open events

**apply online**  
for a school place at

[www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary)  
- a quick and easy way to  
apply with an instant  
acknowledgement.

You will also receive  
notification by email of the  
outcome of your application

Information  
Guide 2020



1. [Location of Secondary Schools in the Borough](#)
2. [Letter from the Assistant Director of Education and Inclusion](#)
3. [The Children involved](#)
4. [Information about the Schools](#)
5. [Pupils with Education, Health & Care Plans](#)
6. [Admission Information](#)
7. [Admission numbers and Information from 2019](#)
8. [How to apply](#)
9. [Applying to Schools outside Bury](#)
10. [Co-ordinated Scheme](#)
11. [Allocation of Places](#)
12. [Moving House](#)
13. [Other information](#)
14. [Glossary and definition of terms](#)

Appendix 1 : Criteria for Community Secondary Schools in Bury

Appendix 2 : Details of Open Days/Evenings

Appendix 3 : SEN provision

Appendix 4 : Making your application

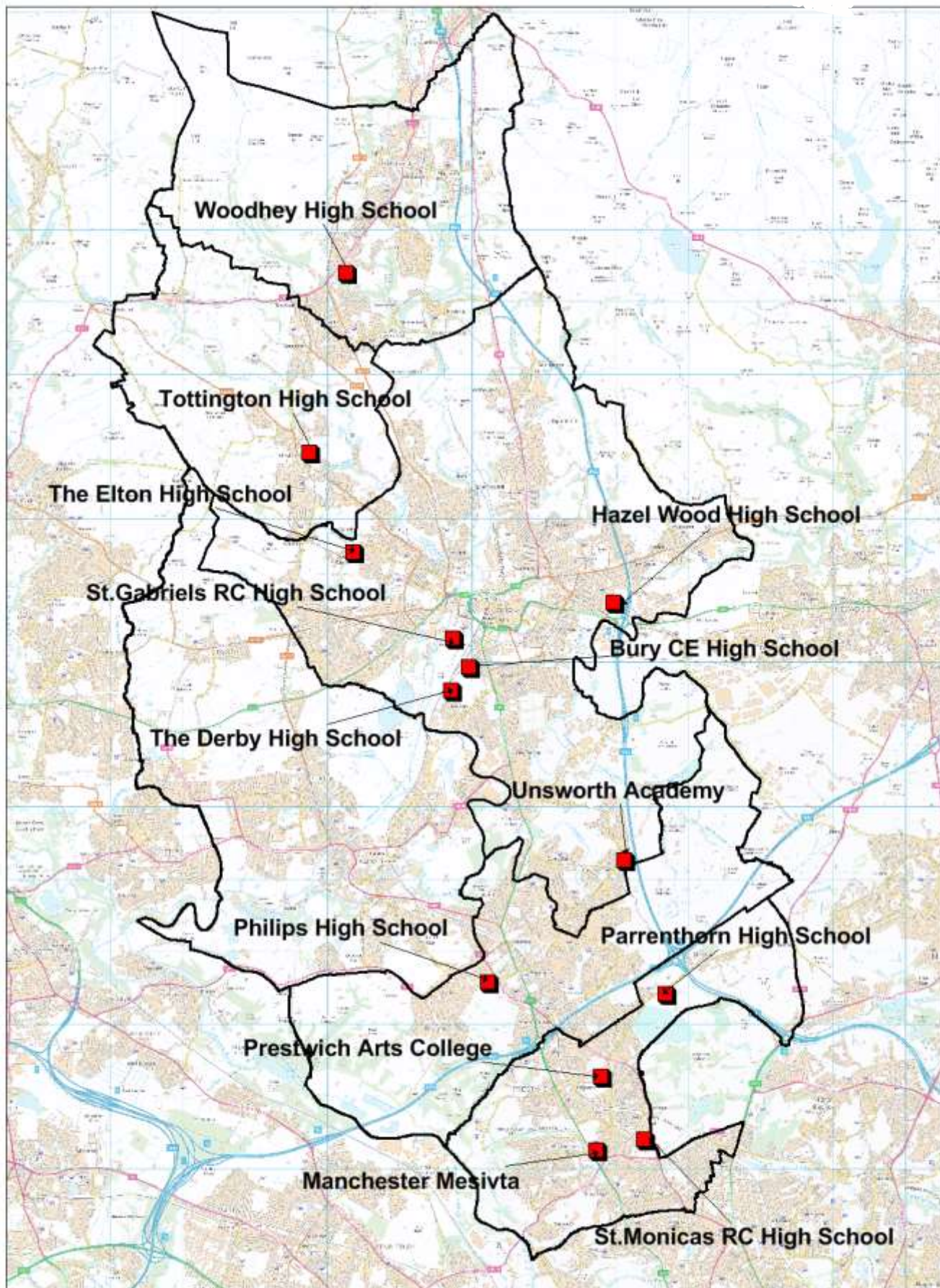
Appendix 5 : Free School Meals and Transport

Appendix 6 : Co-ordinated scheme for Bury LA maintained secondary schools 2020/21

**Closing date for applications is 31<sup>st</sup> October 2019.**



# LOCATION OF SECONDARY SCHOOLS IN THE BOROUGH



## FOREWORD

Dear Parent or Carer

This guide aims to give you lots of information and to answer any questions you may have so you can make an informed decision about which school you would prefer your child to attend. There are links to other information such as Ofsted reports, performance tables, and other sites of interest. Each school has a prospectus which is available at the open events or by contacting the school.

- \* Try to attend as many open days/evenings as you can.
- \* **Try to make realistic preferences. Most disappointments are caused when parents select popular schools, some distance from their home address, or do not fulfil faith requirements.**
- \* You must complete an application form even if you already have a child in the school. Your child will not automatically be given a place.
- \* You may have older children and feel that you know the admissions process but please don't assume that everything will still be the same.
- \* Try applying online at [www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary). It's a quick, safe and an easy way of applying and has several benefits, including finding out your school offer on national offer day rather than waiting for your letter to arrive in the post.
- \* Make sure you complete and return the application form by 31st October 2019. A late application will lessen your chances of getting your preferred school.
- \* Over the last 3 years, over 85% of parents have got their first preference school so we will do our very best to allocate your child a school of your preference, but if we receive more applications than we have places, not everyone will get a place at a preferred school. Promises of more parental choice have encouraged some parents to believe that they have the right both to choose a school and to have that choice met. This is not the case. The law on admissions gives parents the right to express a preference for a school. It does not use the word choice.
- \* Emails will be sent and Notification letters posted out on 2nd March 2020.

We advise all parents/carers to read this guide carefully and keep it until your child begins secondary school. If your child is not offered one of your preferred schools and you decide to appeal, this guide may be referred to at the appeals hearing.

Finally, we wish your child a happy and successful journey through the next stage of their education.

Yours sincerely



Julien Kramer

INTERIM ASSISTANT DIRECTOR (EDUCATION AND INCLUSION)



## WHICH CHILDREN WILL TRANSFER?

Children born between 1st September, 2008 and 31st August, 2009 will transfer to secondary schools in September 2020. This guide contains important information about the transfer process.

### MAINSTREAM SCHOOLS

There are three types of secondary schools in Bury. Admissions for Community schools and Academies are the responsibility of the Local Authority (LA). Admissions to Voluntary Aided (Denominational schools) are the responsibility of the Governing Body of the school. All schools in Bury take boys and girls aged 11 - 16 except Manchester Mesivta which takes boys only.

### WHICH SCHOOLS ARE AVAILABLE IN BURY?

School Name	Specialism	Head of School	Address	Tel. No	No. on roll	Website Address
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#### Community Secondary Schools and Academies

Hazel Wood High School	Sports	Mr. P.A. Greenhalgh	Hazel Avenue Bury, BL9 7QT.	0161 797 6543	584	www.broadoakhigh.org.uk
Unsworth Academy	Science & Technology	Mrs. S. Armstrong	Parr Lane, Bury BL9 8LP.	0161 796 9820	782	www.castlebrookhighschool.co.uk
The Derby High	Science & Arts	Ms. H. Hubert	Radcliffe Road, Bury BL9 8LP.	0161 764 1819	911	www.derby.bury.sch.uk
The Elton High Specialist Arts College	Visual Arts	Mr. J. Wilton	Walshaw Road, Bury, BL8 1RN.	0161 763 1434	1022	www.eltonhigh.bury.sch.uk
Parrenthorn High	Technology	Mr. C. Bell	Heywood Road, Prestwich, M25 2GR.	0161 773 8634	875	www.parrenthornhigh.co.uk
Philips High	Maths & ICT	Ms. T. Owen	Higher Lane, Whitefield, M45 7PH.	0161 351 2200	883	www.philips.bury.sch.uk
Prestwich Arts College	Performing Arts	Ms. R. Evans	Heys Road, Prestwich, M25 1JZ.	0161 773 2052	859	www.prestwich.bury.sch.uk
Tottington High	Maths & Computing	Mr. B. Duffy	Laurel Street, Tottington, BL8 3LY.	01204 885913/2327	910	www.tottington.bury.sch.uk
Woodhey High	Science	Mr. B. Roadnight	Bolton Rd West Ramsbottom BL0 9QZ.	01706 825215	1094	www.woodhey.bury.sch.uk

#### Voluntary Aided Secondary Schools

Bury Church of England High	Humanities	Rev. C. Watson	Haslam Brow, Bury, BL9 0TS.	0161 797 6236	800	www.burychurch.bury.sch.uk
Manchester Mesivta Jewish School (Boys only)		Mr. B. Sulzbacher	Beechwood, Charlton Avenue, Prestwich, M25 0PH.	0161 773 1789	146	www.mesivta.co.uk
St. Gabriel's Roman Catholic High	Science	Ms. L. Corrigan	Bridge Road, Bury BL9 0TZ.	0161 764 3186	1076	www.st-gabriels.org.uk
St. Monica's Roman Catholic High	Language	Mr. C.J. Foley	Bury Old Road, Prestwich, M25 1JH.	0161 773 6436	1138	www.stmonicas.co.uk

## WHAT IF MY CHILD HAS SPECIAL EDUCATIONAL NEEDS?

All children have different learning styles and schools take account of this in their teaching and learning practice. However some children have a learning difficulty or a disability that means that they have a significantly greater difficulty in learning than the majority of other children. These children may have special educational needs (SEN). Many children and young people will have special educational needs of some kind during their educational career. Early year's providers, schools and colleges can help most children and young people overcome the barriers that their difficulties present with changes to their practices and or additional support. For a small number of children they will need a significant level of extra help for some or all of their time in education. This may be provided through your child's school, through additional funding from the Local Authority (LA) or through an Education Health and Care (EHC) plan. If your child has an EHC plan then the process for applying for a high school place is slightly different.

## HOW DO I APPLY FOR A HIGH SCHOOL PLACE IF MY CHILD HAS AN EHC PLAN?

You will receive a letter at the beginning of September that will ask you to express a preference for up to three schools that you would like your child to attend. You will be asked to complete an application form with your preferences and this can be done either on-line at: [www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary) or you can send the form by post. You must complete the application form and return it by 31st October 2019. If we do not receive your application form by this date we will consult with the nearest school to your home address.

## HOW DO I REQUEST A SPECIAL SCHOOL FOR MY CHILD?

You can request a special school place by using the application form and putting the school in the order of your preference. If your child is currently in a mainstream school and you want them to transfer to a special school then you need to put at least one other preference of a mainstream school as well as the special school you are requesting. This is because we will consult with the special school you have selected and a local mainstream school.

When we have received your application the SEN Team will carry out a consultation with your preferred school. The Local Authority must name your preferred school unless:

- It would be unsuitable for the age, ability, aptitude or SEN of your child, or
- The attendance of your child would be incompatible with the efficient education of others or the efficient use of resources.

Once the school has responded to the consultation the SEN Team will write to you at the beginning of January 2020, to tell you that your child's EHC plan will be amended to name a particular school. The SEN Team will then send you the amended EHC plan by **15th February 2020**.

## WHAT IF I DISAGREE WITH THE SCHOOL NAMED ON THE EHC PLAN?

In Bury we are committed to working with parents to try to resolve any issues. We will contact you if any issues arise in relation to the school that you are requesting. We will also be talking to Headteachers during this process so we can try and meet your preference and ensure that your child meets the outcomes in their EHC Plan. However there may be times when we cannot agree to your preference for a particular school. If this is the case and we cannot resolve this locally, you do have the right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST). Further information about how you can do this and where you can get support will be sent to you with the amended EHC plan.

## WILL MY CHILD BE ABLE TO GET ASSISTANCE WITH HOME TO SCHOOL TRAVEL?

If your child is eligible for assistance for travel and you ask the Local Authority (LA) to name a school on the EHC plan that is not the nearest suitable school, then the LA is not obliged to provide any travel assistance. For further information please refer to the travel section.

## HOW WILL PLACES BE ALLOCATED TO COMMUNITY SECONDARY SCHOOLS?

Where the level of demand exceeds the number of places available, places will be offered in accordance with the policy shown in [Appendix 1](#).

## HOW WILL PLACES BE ALLOCATED TO FAITH SCHOOLS?

The four faith schools in Bury will give priority to children of their faith. The policies are given in detail on our website at [www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary).

The Governors of Bury Church of England High School require you to complete a supplementary form (BCE 2020) available from the school, the LA, or via the website [www.bury.gov.uk](http://www.bury.gov.uk), in addition to the CAF. This should be returned directly to the school by 31st October, 2019.

The Governors of St Gabriel's Roman Catholic High School require a Roman Catholic Baptismal Certificate for consideration under the faith criteria.

The Governors of St Monica's Roman Catholic High School require a Roman Catholic Baptismal Certificate and a Certificate of Sacramental Programme for consideration under the faith criteria.

## WHAT ARE MY CHILD'S CHANCES OF GETTING MY PREFERRED SCHOOL?

79% of Bury parents of the 2019 intake were initially offered their highest ranked preference school, and a further 7.8% were offered an alternative preference school, at the time of publication of this guide. The following table provides details of the admission number for each school and other comparative data at the initial allocation stage. Similar historical information for the last 5 years is available on the website at: [www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary)

### Community Schools

School	Agreed Admission No. for Sept 2020	No. on Intake List for Sept 2019	No. of First/All Preferences for the school in 2019	How many successful (in each category in 2019)						Furthest distance offered in 2019 (miles)
				LAC	SEN	CA	SIB	DIST	APP	
				1	2	3	4	5	6	
Broad Oak	120	150	117/213	4	1	100	6	39	4	ALL
Castlebrook	187	210	163/342	4	6	64	24	112	-	ALL



Derby	180	192	258/467	3	7	170	0	0	22	1.895 in catchment area
Elton	200	215	392/713	6	9	157	27	1	17	0.349
Parrenthorn	210	215	287/539	3	5	116	17	69	7	1.591
Philips	176	186	177/488	1	5	61	39	70	10	2.285
Prestwich	172	132	94/302	1	0	36	21	119	-	ALL
Tottington	195	207	103/508	0	3	40	37	130	-	ALL
Woodhey	210	232	247/456	7	9	142	24	48	5	1.774

**1.** = Looked after children.

**2.** = Children with statutory right to places, e.g. children with Statements of Special Educational needs.

**3.** = Catchment area.

**4.** = Siblings.

**5.** = Distance.

**6.** = Successful appeal.

PLEASE NOTE:

- Figures are as at June 2019.
- If the "Number on intake list for September 2019" is greater than the admission number, it will include places granted after appeal. The number of appeals granted for any school can vary considerably from one year to the next.
- You should be aware that the number of preferences for each school changes each year. The LA and the schools cannot anticipate the demand or the pattern of demand until after the application forms are returned.

## Voluntary Aided Schools

By looking at the admission numbers and the numbers of preferences shown in the tables, you can see the level of demand for places at individual schools in the previous year.

This information is intended to assist you in making an informed decision.

Decisions relating to the order of, or choice of preferences, lie with parents.

School	Agreed Admission No for Sept 2020	No. of First/All Preferences for the school in 2019	No. of children on intake list for Sept 2019	Number of successful appeals
Bury C of E High	162	191/497	163	1
Manchester Mesivta Jewish School	40	51/53	50	0
St. Gabriel's Roman Catholic High	210	289/561	219	10
St. Monica's Roman Catholic High	230	209/397	221	-

An Admission Authority may vary its admission arrangements to comply with legislation for sharing pupils under a fair access protocol.

## HOW DOES THE EQUAL PREFERENCE SYSTEM WORK?

The form can be completed online at: [www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary) Detailed information on making your application can be found in [Appendix 4](#).

First, second and third preferences for all schools in Bury will be considered equally. If it is possible to offer a place at more than one school, the highest ranked school will be offered. See the following examples.

Here are some examples of preferences and how they may be dealt with.

### Examples:

#### A. Your preferences

1. Woodhey High - As you live in the catchment area, Bury LA can offer a place.
2. Haslingden High - According to their agreed criteria, Lancashire County Council(LCC) is unable to offer a place.
3. Bury CE High - According to their agreed criteria, the Governors are able to offer a place. You will receive an offer for a place at Woodhey, as it is your highest ranked preference, at which a place can be offered. You will not then receive an offer of Bury Church of England High.

#### B. Your preferences

1. Haslingden High - According to their agreed criteria, LCC is unable to offer a place.
  2. Bury CE High - According to their agreed criteria, the Governors are able to offer a place.
  3. Woodhey High - As you live in the catchment area, Bury LA can offer a place.
- You will receive an offer of a place at Bury Church, as it is your highest ranked preference, at which a place can be offered. You will not then receive an offer of Woodhey High School.

#### C. Your preferences

1. Woodhey High - A place cannot be offered on the distance criterion.
  2. Tottington High - A place can be offered on the distance criterion.
  3. The Elton High - As you live within the catchment area for The Elton, a place can be offered.
- You will receive an offer for a place at Tottington, as it is your highest ranked preference at which a place can be offered. You will not then receive an offer of The Elton High School.

#### D. Your preferences

1. St Gabriel's RC High - According to their criteria, the Governors are unable to offer a place.
  2. St Monica's RC High - According to their criteria, the Governors are unable to offer a place.
  3. Parrenthorn High - As you live within the catchment area for Parrenthorn, a place can be offered.
- You will receive an offer for a place at Parrenthorn as this is your highest ranked preference, at which a place can be offered.

## WHAT IF I CHANGE MY MIND ABOUT MY PREFERRED SCHOOL?

The preferences which you state on your application remain as you give them. **Any alteration can be made up to 31st October, 2019 only.** If you want to change your preferences after this date you must confirm in writing. They will be treated as late applications. If an application is received after the initial allocation of places, a place will only be offered if a vacancy exists. If the approved admission number has been reached, the application will be considered if any

places become available due to withdrawals. This 'topping-up' procedure will be carried out in accordance with the over-subscription criteria. If a place cannot be offered, you will have the right of appeal and will be notified if alternative vacancies exist.

## CAN I APPLY TO SCHOOLS OUTSIDE BURY?

Yes, you can - you may prefer that your child attends a school which is not maintained by Bury LA. If this is the case, you should make enquiries as stated below. It would be advisable to make enquiries immediately to ensure that you do not miss any deadlines for that school and to be sure you know the policy for admission. Contact details for other authorities are given on page 12.

(a) Maintained schools in other LAs must be included on your application. Bury LA will notify the other LA of your stated preferences, under the co-ordinated scheme, which is explained below. If your child sits the entrance exam for a maintained grammar such as Bacup & Rawtenstall Grammar School, you must state this on the application AND apply to the school for details about the exam and timetable.

(b) Independent schools should be approached directly to find out the policy, procedure and costs of sending your child to that school. Independent schools should not be included on the application.

**If you subsequently accept a place at an independent school or another area school, please tell us as soon as possible.**

## HOW DOES THE CO-ORDINATED SCHEME WORK?

A co-ordinated scheme is in operation, which is intended to make the process simpler for parents. You need to complete just one application, which can include faith schools and schools in other LAs (except for independent schools). This form is now available online from your home authority.

## WHEN WILL I HEAR IF MY CHILD HAS A PLACE?

Each LA will forward requests to other LAs who will consider all requests in accordance with their criteria.

If two LAs are able to offer places, the school which you ranked highest will be offered.

Bury LA will notify Bury parents of decisions. Other LAs will notify parents who live in their area. This should result in you receiving just one offer of a place. If you have applied online you will receive notification by email or you can log into your account on 2nd March 2020. If you have applied by application form or telephone a notification letter will be posted out from this office on 2nd March, 2020.



## WHAT HAPPENS IF MY CHILD IS NOT OFFERED MY PREFERRED SCHOOL?

Where all the places at your preferred school are filled by children who have a higher priority than your child, it will not be possible to offer your child a place at that school. Your other preferences will have been considered and you will be offered a place if one is available. If the LA is unable to offer you a place at any of your preferred schools, a place will be offered at the nearest school to your home that has a vacancy. If you have been refused a place at a school in another area, you are entitled to appeal and should contact that LA to find out what happens and what you should do. Children not offered places at Bury Schools.

### **Topping up Procedure**

In all cases, where it has not been possible to offer a place at your higher ranked preference(s), applications will continue to be considered if any places become available due to withdrawals. This "topping-up" procedure will be carried out in accordance with the criteria listed. The number of children waiting for places changes constantly. If a place becomes available, all children, (including those who submitted late applications) will be considered, and the place will be offered in accordance with the over-subscription criteria.

### **(a) Appeals**

If your child is not offered a place at a school of your preference, you have the right of appeal to an Independent Appeals Panel. You can appeal to any or all of the schools, using the appeals form at [www.bury.gov.uk/admissions](http://www.bury.gov.uk/admissions) or you can request a form from the Admissions Team.

You should give the reasons for wanting a place at each school. A statement will be prepared showing why the LA has not been able to offer a place.

Your form and the LA statement will form the basis of the consideration by the Appeals Panel. You will be invited to the meeting to discuss your case with the Panel. An LA or Governor representative will also be invited. The Panel will make their decision based on the information available to them at the meeting.

It is anticipated that appeals will be heard from April onwards, depending on the amount of topping-up the LA can do and how many appeals are received.

If it is necessary for you to go to the Independent Appeals Panel, further information will be sent to you by the Democratic Services Section of the Council who arrange the appeals meetings.

### **(c) Waiting lists**

After 31st August, all names held on the waiting list will be forwarded to the appropriate school.

## WHAT HAPPENS IF I MOVE HOUSE?

You may decide to move house before 2nd March, 2020. Your new address can be taken into account only if you exchange contracts on a property or if you have a legally binding long-term rental agreement by 31st October, 2019, and where this is your only property or place of residence. Remember that a different house may be in a different catchment area which may affect your chances of securing a place at your preferred school(s).

It is essential that acceptable evidence of residency is provided before consideration can be given to using that address. The LA cannot take any other circumstances into account.

### **If you move after 2nd March, 2020, the following arrangements will apply;**

- (a)** In cases where parents move from inside or outside the Borough to an address in the area of a secondary school which is already filled to the designated intake level, and request a place at that school, then consideration

can only be given through the topping-up procedures and in accordance with the criteria. It is essential that acceptable evidence of residency is provided before consideration can be given to using that address.

- (b)** In cases where parents move house to another catchment area or move outside the Borough before the end of April 2020, the LA reserves the right to amend the original allocation.

Bury Council does not fund places in independent schools.

As space is limited in this information guide, you may find the following links useful:-

### IS THERE ANYTHING ELSE I NEED TO KNOW?

- \* Examination results are published in the school prospectus and OFSTED Inspection reports are available from each school or via [www.ofsted.gov.uk](http://www.ofsted.gov.uk).
- \* School performance information for Bury LA (DfE No: 351) is available free from the Department for Education (DfE), Tel: 087 0000 2288  
Email: [coi.perftables@tpg.co.uk](mailto:coi.perftables@tpg.co.uk) or see DfE website [www.education.gov.uk](http://www.education.gov.uk)
- \* In addition, each secondary school has produced a prospectus containing detailed information about the school. A free copy of each school's prospectus is available directly from the school. (Telephone numbers of each school are given previously in this information guide).
- \* Information about school uniforms, after school activities, bullying policies etc., may be contained in the prospectus or can be discussed at Open Days, or by telephoning the school.
- \* If you live within Bury, the catchment area has been given on the information letter. If you require further information relating to catchment areas, a large scale map can be viewed at 3 Knowsley Place, Duke Street, Bury.
- \* Details of bus routes and timetables are available from TFGM -telephone 08712 00 22 33 or via [www.tfgm.com](http://www.tfgm.com).
- \* Information for the Metrolink is available at main Metrolink Stations or via [www.metrolink.co.uk](http://www.metrolink.co.uk).
- \* Other useful information for parents can be found at [www.directgov.uk](http://www.directgov.uk) and [www.parentscentre.gov.uk](http://www.parentscentre.gov.uk).
- \* Some children may be entitled to free school meals or to help towards travel costs. If you live in the Bury area, please contact 0161 253 5858 for free school meals or 0161 253 6968 or [schoolandcollegetransport@bury.gov.uk](mailto:schoolandcollegetransport@bury.gov.uk) for transport.
- \* If you do not name the catchment area school as a preference, you should be aware of the possible consequences:-
  1. You may not be offered a school of your preference, especially if the schools you have listed are the ones which are usually oversubscribed.
  2. You may then find that the schools closest to your home have been filled from children who did express them as preferences.
  3. The only schools which have vacancies may not be close to your home.

Over a number of years some parents have used an address which is not the child's normal place of residence, in an attempt to enhance the chance of a place being offered in a preferred school. The LA will seek further evidence of any address, where it is felt necessary. If a child obtains a place by fraudulent means, the sibling rule will not apply to younger children.

Places will be withdrawn if it is found that incorrect information has been supplied on the application form as a means of securing a place at a preferred school.

\* Where a child lives part of the week with one parent and the other part with another parent, the LA will only accept the address of the child's main residence. For example where the child benefit is paid, or where the child is registered with a GP and in agreement with both parents.

## **OTHER LA CONTACT NUMBERS**

**If you intend to apply for a school in another area, you must include it on the application provided by your home LA. This will be the Authority you pay your council tax to. However, you should check individual school policies and timescales with the school or with the LA the school belongs to.**

There are links to other LA websites at [www.bury.gov.uk](http://www.bury.gov.uk)

Bolton	01204 332137/332143/332144
Lancashire (Rossendale Area)	01254 220718
Manchester	0161 245 7166
Oldham	0161 911 4213
Rochdale	01706 925982
Salford	0161 909 6508

## **PLEASE REMEMBER**

1. The information given in this document has been prepared in advance of the 2020/2021 school year to which it refers. It is possible, therefore, that there may be changes affecting the information contained in this information guide for the 2020/2021 school year or subsequent years.
2. Admission Authorities reserve the right to make any adjustments to the published admission policy where this is necessary to comply with legislation.
3. Admission Authorities will withdraw the offer of a place if it is subsequently shown that incorrect details have been supplied to secure the place.
4. Data Protection Act - The Council maintains a Register Entry in respect of Education, which includes the administration relating to pupils. Personal information provided is treated in confidence and complies with the requirements of the Act. This information may also be shared with other relevant parties such as other Local Authorities, Admission Authorities, schools and other departments of the Council.



## **APPENDIX 1 ADMISSIONS POLICY FOR COMMUNITY SECONDARY SCHOOLS**

Children with an Education, Health and Care Plan, will be given a place at the school named on their EHCP.

When schools are oversubscribed, priority for allocation of places will be as follows:-

1. Children in public care (Looked After Children) and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).(1) (2)
2. Children who live within the catchment area. (3)
3. Children who will have an older brother or sister in the school in September 2020. For this purpose, a brother or sister may be a full or step-brother or a full or step-sister, living at the same address, at the time of admission.
4. Other children.

If applications are received after the closing date, they will be dealt with as late applications, and will not be considered until after those applications which were received on time.

If there is over-subscription in any category, places will be offered using a straight line distance measurement from home to school. The distance will be measured using the Local Authority's computerised mapping system, which measures from the address point of the home property to the address point of the school as defined by Bury Council's LLPG (Local Land and Property Gazetteer). Those living closer to the school on this basis will receive the higher priority.

Where the final place in a year group can be taken by two or more children living an equal distance from the school, (for example two children living in the same block of flats) the Local Authority will then use random allocation to decide which of the children can be offered a place.

Where a child has parents with shared responsibility and lives with each parent for part of the week, the home address will be decided by using the name & address of the parent/carer to whom the Child Benefit payment is paid.

If there is a situation where only one place is available and the next children to be offered are twins or triplets, both twins or the three triplets will be offered places.

1st, 2nd and 3rd preferences for all secondary schools in Bury will be considered equally.

If you wish to give reasons for your preferences you may do so. However, parents should note that the criteria given above are the criteria which will be used to offer places.

Parents are only entitled to one appeal for an individual school each year. A re-appeal would only be considered if new evidence became available which could not have been made available at the original appeal hearing.

1 This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

2 Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order enforced prior to 22<sup>nd</sup> April 2014 is deemed to be a child arrangements order.

3 Catchment area maps are published on the website at [www.bury.gov.uk](http://www.bury.gov.uk).

The Admission policies for our voluntary aided schools can be found on our website at [www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary).

## APPENDIX 2 DETAILS OF OPEN DAYS/EVENINGS

You are encouraged to make contact with schools. However, please note that at the time of open days/evenings, neither the Head Teachers or the LA have any indication of the demand for places. **Invitation to or attendance at these events in no way guarantees an offer of a place at the school.** Places will be allocated in accordance with the admissions criteria.

Full details of our open evenings can be found on our website at [www.bury.gov.uk/admissionssecondary](http://www.bury.gov.uk/admissionssecondary)

Some of these dates and times may be subject to change following the publication of this information guide. If you miss the open day/evening at a school in which you are interested please contact the school direct to make alternative arrangements.

## APPENDIX 3 SEN PROVISION

The LA provides a continuum of provision with the majority of pupils with SEN being educated in mainstream schools. However a small number of pupils are educated within special schools or specialist provision associated with a mainstream school. The table below provides information in relation to such provision.

Provider	Type of provision
Hoyle Early Years Centre	Pre school provision for pupils with social communication difficulties
Elton Community Primary School (Nursery)	Pre school provision for pupils with severe/profound hearing impairment
Elton Community Primary School	Integrated provision pupils with severe/profound hearing impairment
Mersey Drive Community Primary School	Provides 2 bases – The Arches for pupils with social communication difficulties and Bridges an integrated provision for pupils with social communication difficulties
Unsworth Primary School	Integrated provision for pupils with speech and language difficulties
Tottington Primary School	Integrated provision for pupils with significant physical and/or medical difficulties
Gorsefield Primary	Integrated provision for pupils with complex learning difficulties
Woodhey Specialist Science College	Provision for pupils with social communication difficulties
Millwood Special School	Day special primary school for pupils with severe and complex learning difficulties and social communication difficulties
Elms Bank Specialist Arts College	Day special secondary school for pupils with severe and complex learning difficulties and social communication difficulties
The LA also utilises a range of non maintained special and independent schools	

## **APPENDIX 4 MAKING YOUR APPLICATION**

- Where a child lives part of the week with one parent and the other part with another parent, the LA will only accept the address to which the Child Benefit is paid, or where the child is registered with a GP and in agreement with both parents.
- Please do not state independent schools on your application as they are not part of the co-ordinated scheme. You will need to apply directly to those schools.
- The LA will seek further evidence of any address, where it is felt necessary. If a child obtains a place by fraudulent means, the place will be withdrawn and the sibling rule will not apply to younger children.
- You should state 3 schools for which you have a preference. These can be schools in Bury or in other LA areas. Don't waste preferences by naming the same school more than once - it does not increase your chances of getting a place and does mean that you have missed the chance of putting an alternative school.
- Each preference you state will be considered equally.
- You can change your preferences up to and including 31st October, 2019. It may not be possible to consider changes after that date. If you have submitted your online form and wish to make changes you must contact the admissions team.
- Do you need to include any supplementary evidence? - a baptismal certificate for St. Gabriel's, a baptismal certificate and a sacramental programme for St. Monica's and a BCE2020 for Bury Church. These documents should be sent directly to the school.
- You must include any older brothers or sisters already in secondary school, and who will still be at school in September 2020. If you do not name them, your child will not be considered fully.
- If your child is in public care, or was previously in public care, please tick the box, and this can then be considered when allocations are processed.
- You have a legal right to state any reasons for your preferences. However, places will be allocated according to the criteria listed in the guide.
- Please ensure that you have included all the information needed for your application to be considered fully.
- Apply online or return the CAF to your child's primary school in Bury OR direct to the Department of Children, Young People and Culture before 31st October 2019.

## **APPENDIX 5**

### **Free School Meals - Free School Meals Section – [www.bury.gov.uk/freeschoolmeals](http://www.bury.gov.uk/freeschoolmeals)**

You may be entitled to free school meals for your child if you are in receipt of one of the following;

- Universal Credit – and your earned income is less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Job Seekers Allowance
- Income related Employment Support Allowance



- Child Tax Credit with an annual income that does not exceed £16,190 and you are not claiming Working Tax Credit
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

If your child is moving from primary to secondary in September 2020, and is currently receiving free school meals we will check if they are still entitled and let their new school know. There is no need for you to reapply.

If you are not receiving free school meals and you believe you will be eligible you can apply

- by completing the form at [www.bury.gov.uk/freeschoolmeals](http://www.bury.gov.uk/freeschoolmeals)
- or by phone on 0161 253 5858

If your child is eligible for free school meals, it's worth registering them even if they're not going to have the school lunch. This is because schools receive a 'pupil premium' payment for each eligible child which they can spend on things which will benefit your child's education.

Bury Council administers free school meals claims for families who live in the borough and also for households in Manchester Council's area whose children attend schools in Bury. If you live anywhere else outside Bury Council's area please contact the council where you live to claim free school meals.

If you have any further enquiries please see our website at;

- [www.bury.gov.uk/freeschoolmeals](http://www.bury.gov.uk/freeschoolmeals)
- Telephone us on 0161 253 5858
- Email us at [freeschoolmeals@bury.gov.uk](mailto:freeschoolmeals@bury.gov.uk)

## **Home to School Travel Assistance – School and College Transport Team**

### **Introduction**

The Home to School Travel Policy outlines the circumstances in which Bury Council (the Authority) will provide travel assistance for children and young people, of compulsory school age, attending a mainstream school. This will usually be a free travel pass that is valid for the journey between home and school on school days only, up to 9pm in the evening. If the school selected is based upon parental choice and there is a closer appropriate school with vacancies, then the pupil will not qualify for assistance unless one of the eligibility criteria below applies.

### **Eligibility**

An eligible child is defined in the Education Act 1996 (inserted by the Education and Inspections Act 2006), Schedule 35B, for the purposes of Section 508B. Section 508B describes the local authority's duty in providing free travel arrangements for eligible pupils. The Council's statutory duties in respect of the provision of free transport are set out in section 444 and Schedule 35B of the Education Act 1996 (inserted by the Education and Inspections Act 2006).

A pupil from a low income family will be eligible for assistance if they meet one of the following criteria:

- ▶ 8 to 10 years who are attending their nearest appropriate school that is more than 2 miles from their home

- ▶ 11 to 16 years attending 1 of 3 nearest appropriate schools that is more than 2 miles and less than 6 miles from their home.
- ▶ Aged 11 to 16 years attending nearest appropriate school preferred by religion, faith or belief that is more than 2 miles but less than 15 miles from home.

A low income family is defined as a family whose parents/carers are in receipt of the maximum level of working tax credit or the pupil / young person is eligible for free school meals

In addition the Authority will provide support for pupils / young people who are: ▶

- Under 8 years, where the distance is over 2 miles to their nearest appropriate school
- ▶ 8 years and over where the distance is over 3 miles to their nearest appropriate school.

The "appropriate" school in the case of mainstream education would usually be the nearest school in whose catchment area the pupil resides with the capacity to accommodate them.

The Authority will provide assistance towards the travel for pupils / young people who are attending a school that is a City Technology College, City College for the Technology of the Arts or an Academy, providing they meet the eligibility criteria within the policy. The Authority will not provide assistance towards the cost of travel to pupils / young people attending independent schools or to pupils under or over the compulsory school age.

If you wish to apply for assistance with travel for September 2020, application forms will be available to download from [www.bury.gov.uk/schoolandcollegetravelassistance](http://www.bury.gov.uk/schoolandcollegetravelassistance) from 1st June 2020.

**Travel Assistance for pupils with Special Educational Needs** A new policy detailing travel assistance for pupils with special educational needs was adopted by elected members and implemented from November 2016. This policy is available via the website at [www.bury.gov.uk/schoolandcollegetravelassistance](http://www.bury.gov.uk/schoolandcollegetravelassistance) In making provision to meet the needs of those deemed to be eligible, the Council will seek to reach agreement with parents or carers on the use of sustainable modes of travel. Providing a number of options based on choice and independence including assisted use of public transport, financial assistance for parents providing transport, wherever possible promoting independent travel as part of the core offer.

The parents' or young person's preferred school or college might be further away from their home than the nearest school or college that can meet the child or young person's special educational needs. In such a case, the local authority can name the nearer school or college in the Education, Health Care Plan, if it considers it to be appropriate for meeting the child or young person's special educational needs. If the parents prefer the school or college that is further away, the local authority may agree to this but is able to ask the parents to provide some or all of the transport funding. Code of Practice 2014.

Pupils /young people who have a learning difficulty or are registered blind or profoundly deaf and without speech are entitled to a free travel pass from Transport for Greater Manchester (TfGM).

Pupils/young people partially sighted or profoundly or severely deaf are entitled to a free limited travel pass from TfGM. These passes are only valid after 9:30am.

If you would like to apply for a free TfGM concessionary travel pass please contact the school and college transport team.

If your child has an Education Health Care Plan and is eligible for assistance with travel to school you need to apply using the application form which can be downloaded from

[www.bury.gov.uk/schoolandcollegetravelassistance](http://www.bury.gov.uk/schoolandcollegetravelassistance) If your child is not eligible for assistance with travel, however they have additional special educational needs which impacts on their ability to travel independently the Council are able to offer support with Independent Travel Training using a parent pack. Please contact the school and college transport team for further information.

## **APPENDIX 6**

### **Summary of the Co-ordinated Admission Schemes for BURY LA maintained schools 2020/21**

1. The scheme enables parents of all pupils living within Bury who are transferring to secondary schools, to complete an application expressing three preferences for admission to all maintained schools within Bury and in other LA areas. The preferences are to be ranked in preference order, and parents will be asked if they wish to state reasons for their requests. Supplementary forms may be required for some schools. It is the responsibility of the parent to complete both forms. Independent schools are not included in the scheme.
2. An information letter will be sent to parents/carers early in September 2019.
3. The completed application must be returned or submitted online by 31<sup>st</sup> October 2019.
4. All preferences for Bury secondary schools will be considered equally.
5. If more than one school place can be offered to one pupil by different admissions authorities, a single offer will be made by the home LA for the school which is ranked the highest by the parent.
6. Email notifications will be sent to online applicants after 9am on 2nd March 2020. Bury will post out letters to those that have applied by paper form on 2nd March 2020.
7. Applications received after the closing date of 31<sup>st</sup> October 2019 will be treated as late applications. The LA will only accept applications received after this date if there is a genuine reason for doing so. Late applications will be considered after 2nd March 2020.



## GLOSSARY AND DEFINITION OF TERMS

The following terms used throughout this booklet are defined as follows, except where individual arrangements spell out a different definition. All comply with current legislation.

**Admissions Authority** - This is the body responsible for deciding which pupils are admitted to a school. In Community and Voluntary Controlled Schools, this is the LA. In Voluntary Aided and Foundation Schools, it is the Governing Body.

**Admission number** - This is the maximum number of places available at the school for pupils in Year 7. It can also be described as "the number of places available" or "planned admission number".

**Admission policy** - These are the rules used to allocate places to pupils for a particular school if there are more children wanting places than there are places available. These do vary between the different sorts of school.

**Appeal** - When it is not possible to offer a place to a child in a particular school, parents have the right to submit an appeal. An appeal hearing normally takes place some weeks later in front of an independent panel. The panel can decide that a place should be offered above the admission number.

**Appeal Panel** - An independent body, usually of 3 people, which hears admission appeal cases.

**Appellant** - The person who has submitted an appeal.

**Admission Team** - LA officers who carry out the admissions procedures for Community and Voluntary Controlled Schools, and the co-ordinated scheme for all schools.

**Comprehensive** - A secondary school which takes pupils of all abilities. All Bury schools are comprehensive schools.

**Community Schools** - The LA is responsible for admissions to these schools.

**Criteria** - The rules used to allocate places to pupils if there are more children wanting places than there are places available at a school.

### **Distance**

Distance will be calculated using a straight line measurement from the child's home address to a mid point in the school, with those living closer to the school receiving the higher priority.

**Local Authority (LA)** - This refers to the Local Authority which was formerly known as the Local Education Authority (LEA). The Children's Service Department is part of the LA.

### **Looked After Children (LAC) (Also known as Children in Public Care)**

These are children and young people under the age of 18 years who are either:

- accommodated by the LA; or
- subject to a legal Care Order sharing parental responsibility with the LA.

The School Admissions Code states that schools must not make the entry of looked after children conditional. Faith schools can give priority to LAC of the faith over LAC not of the faith, but cannot subdivide LAC further.

**Online admissions** - If you have internet access and an email address, you can apply online at: [www.bury.gov.uk](http://www.bury.gov.uk).

**Oversubscribed** - When there are more pupils wanting a place than there are places available.

### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The older child must be in attendance at the school in the September when the younger child starts.

### **Special Educational Needs (SEN)**

The School Admissions Code states that the school's admissions criteria must clearly state that where the school is named in a child's statement of special educational needs, the local authority and the school have a duty to admit the child. It must not be part of the over-subscription criteria. The admission of SEN children where the school is named on the child's statement cannot be conditional on the school's approval.

**Statement of SEN** - A small number of children have special educational needs (SEN). In some cases, a formal document is prepared to describe their needs and what help should be provided. The document is called a statement. There are different application and appeal procedures for pupils with a statement.

### **Supplementary/Additional Forms**

All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional form may also have to be completed for applicants to be considered under faith criteria of faith schools.

**Voluntary Aided (VA) Schools** - These are mainly linked to a particular Church. They are also referred to as Faith Schools. The Governors decide which children are offered school places.

# Transfer to Secondary School

## Timeline

